

Department of Human Resource Management Policy and Procedure Manual

Policy Name:	Prevention of Violence in the Workplace
Policy Number:	
Effective Date:	July 1, 2006
Revision Date:	
Approved by:	Jeff Herring

Purpose: To define the Department's policy of zero tolerance for violence in the workplace, and identify measures to provide a safe and secure workplace through awareness and prevention of actual and potential threats of violence.

Definition: Workplace violence, including domestic violence, is defined as any behavior, action or statement made by an individual or group directed toward another individual or group and done with the purpose of threatening, intimidating or otherwise causing any reasonable person who is the recipient of the behavior, action or statement to fear for his or her safety. It may be in the form of, but not limited to, verbal comments, threats, innuendo, intimidating behavior, shouting, stalking and/or physical violence or destruction of property.

The source of such threats may be from customers, co-workers, family members or others who may enter the workplace, including parking lots and other areas adjacent to the offices of the employee's assigned workplace.

Policy:

Workplace violence in any form will not be tolerated in any of the activities related to the official business of the Department.

All employees and supervisors share the responsibility for maintaining a safe work environment and shall report the existence of conditions or individuals they believe may pose a threat.

Any employee engaging in any form of workplace violence shall be subject to disciplinary action and/or criminal prosecution if appropriate.

Any visitor(s) or agency client(s) engaging in any form of workplace violence, in the department offices or in any agency-based activity, will be asked to leave the office, escorted from the office, denied access to the office or activity and/or, based on the severity of the behavior, may have criminal charges filed against him or her.

Incidents of workplace violence shall be investigated and all employees shall be required to cooperate. On the basis of the facts, a plan for the protection of the affected employee(s) may be implemented.

Retaliation is prohibited against any individual who, in good faith and compliance with this policy, files a report, testifies, assists or participates in any manner in an investigation, hearing or other proceeding under this policy.

Procedure:

Any violent act or threat towards an individual or group must be reported as soon as possible to the employee's supervisor, and to Building Security if the threat is immediate. Incidents will be investigated and appropriate action will be taken.

DHRM will cooperate fully in the enforcement of all court orders including orders of protection. Any employee who has obtained a court issued protective order against an individual shall report this fact to the supervisor and, where appropriate, provide a copy of the order.

Any visitor who believes that he or she has been subjected to any form of violence from any staff member shall report the incident to administration who shall conduct an investigation of the incident and act in accordance with this policy.

Employees and/or their family members who are involved in acts of violence, either as victim or perpetrator, shall be advised of and encouraged to participate in the Employee Assistance Program.

The Department will take proactive measures to reduce the risk of violence in the workplace by providing an Employee Assistance Program, and training employees and supervisors in the prevention of workplace violence.